

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: INFORMATION TECHNOLOGY (IT) DIRECTOR

Department: Information Technology

Employee Group: Management and Confidential

FTE Status: Full Time

FLSA Status: Exempt

Salary Grade: 11

Date: January 2019

General Functions:

Under the highly independent supervision of the City Manager, position performs strategic and tactical service delivery for all City departments. Plans, designs, organizes and manages activities necessary for the efficient, reliable, and on-going evolution of the City's technology information systems. Supports the overall organization mission through business processes improvement and data driven outcomes. Represents the City of West Linn in the local government community as an IT thought leader and partner.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Prepares the annual budget for Information Technology Department including determining services, capital purchases and allocation of resources. Monitors departmental expenditures and evaluates service effectiveness.
3. Oversees the overall coordination, management and direction of the City's computer systems, including City-wide network; hardware and software purchases; installation and maintenance. Provides assignments and direction for contractual support.
4. Supervises and provides direction and technical assistance to assigned support staff on all network and telecommunication issues, including prioritizing and developing work plans, evaluating staff performance,

monitoring progress on projects, interpreting policies and procedures, establishing standards, making hiring and termination recommendations, making pay rate change recommendations and providing training and development for staff.

5. Supports all departments, providing assistance, support and technical expertise. Identifies employees training needs and develops, coordinates,

and/or conducts training which upgrades skills to a level acceptable to operate City's technology infrastructure

6. Seeks input, provides leadership, develops and administers policies, goals and standards for the purchase, use, maintenance and replacement of technology systems.

7. Plans City's data automation architecture by evaluating current and anticipated departmental and City requirements. Determines requirements necessary and evaluates alternatives in order to develop pan automation system which performs quality work and remains within budget.

8. Establishes new and enforces existing policies and procedures for the effective and secure use of the City's technological and communication infrastructure.

9. Oversees network security including ensuring network integrity, data integrity, and licensing compliance.

11. Oversees the development of technical documentation for applications, systems, programs and other technology assets.

12. Represents the City in regional, State and local system management groups providing coordination and leadership.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.)

1) Job Preparation:

- a) Education and Experience:

- i) Requires a Bachelor's Degree in Computer Science or a related field (Master's Degree preferred); Windows and Apple operating environment experience and five (5) years progressively responsible technical knowledge and experience in enterprise multisite environments, with three (3) years in a supervisory role. Experience including budgeting, contract negotiations and government purchasing knowledge highly desired.

b) Training:

- i) Any satisfactory combination of education, experience and training, which ensures the ability to perform and work, as determined by the hiring authority, may be substituted for minimum listed requirements.

2) Supervision:

Received: Works under the highly independent direction of the City Manager.

Exercised: Supervises staff in the Information Technology Department. Including prioritizing and developing work plans, evaluating staff performance, monitoring progress on project. Makes hiring and termination recommendations. Provides general guidance to others regarding City policies and procedures in the area of customer and technology services.

3) Communication:

Through the utilization of frequent and clear communication skills, establishes and maintains relationships with City employees, management employees, elected officials and citizen volunteers. Has continuous contact with employees listening to their input, responding to technology needs, requests for help and coordinating technology infrastructure repairs.

Relationship building with regional partners and municipalities is highly encouraged for overall success.

4) Cognitive Functions:

Thorough specialization in information technology to include applications, systems, system programming, computer operations, data recovery, security, networks and client-based hardware and software.

Working knowledge of management and administrative practices and principles of fund accounting.

Ability to integrate, design, and develop multiple program functions across the organization..

Ability to deliver presentations on technical subjects to non-technical peers and elected officials.

Ability to diagnose, repair, install and operate computer hardware and software.

Ability to collaborate effectively with department managers and maintain a team atmosphere, while still providing leadership in information technology.

Manage ongoing shifts in priority and demands require the need for review and integration of diversified functions and interests.

5) Working Conditions:

This position requires a normal business hour work schedule, which includes frequent time outside normal office hours. Attends nightly meetings, as required.

This position functions in an office environment with light lifting and carrying. Physical capability involves use of office or equipment where some agility and hand eye coordination is needed.

6) Resource Accountability:

Works closely with individual departments to determine specific needs for information technology and computer equipment software and network capital outlays.

Prepares the annual budget for Information Technology Department including determining services, capital purchases and allocation of resources. Monitors departmental expenditures and evaluates service effectiveness.

Accountable to analyze problem and concepts making decisions on the information. Deliver overriding impact on organization operations, programs and policies, expense and budgetary outcomes.

Manages with substantially and overriding authority the IT department to deliver a fiscally responsible and stable technology infrastructure.

Information Technology Director

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The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date